

Follow-Up on Auto Insurance Policy Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this message finds you well. I am writing to follow up on my recent request for the transfer of my auto insurance policy (Policy Number: [Insert Policy Number]) from [Current Provider's Name] to your company.

As we discussed on [Date of Initial Contact], I would like to ensure that the transfer process is proceeding smoothly and to confirm any additional information or documentation you may require from my side.

Your prompt attention to this matter is greatly appreciated, as I am eager to finalize this transition. Please let me know if you need any further details or have updates regarding the status of my request.

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]